

## CLAIMS

What is claimed is:

- 5 1. A method of processing production orders for documents comprising the steps of:  
determining document processing information for each type of document to be  
produced;  
classifying documents to be produced into one or more classification groups  
according to specifications regarding production of the respective documents; and  
10 providing the documents and their respective classification groups to one or more  
parties for production.
2. The method of claim 1 wherein the production order is a print order.
- 15 3. The method of claim 2 wherein the production specifications are selected from the  
group consisting of printing specifications, binding specifications, billing specifications,  
and delivery specifications.
4. The method of claim 3 wherein the production specifications are printing  
20 specifications.
5. The method of claim 1 further comprising the step of causing the documents to be  
delivered to respective recipients by the one or more parties.

6. The method of claim 5 wherein the one or more parties are reproduction companies.

7. The method of claim 1 wherein the method is carried out by a document  
5 management system on a computer network.

8. A method of classifying documents to be produced comprising the steps of:  
receiving one or more documents from a first party to be produced by a second  
party;  
10 determining one or more production specifications controlling production of a  
respective document to define one or more product classification groups; and  
assigning the one or more documents to a respective production classification  
group.

15 9. The method of claim 8 wherein the production specifications are selected from the  
group consisting of printing specifications, binding specifications, billing specifications,  
and delivery specifications.

10. The method of claim 9 wherein the production specifications are printing  
20 specifications.

11. The method of claim 8 wherein the second party is a reproduction company.

12. A system for producing and distributing documents of a printed nature, the system comprising:

a first computer, wherein the first computer is maintained by a user who intends to print the documents;

5 a production order to be communicated to the first computer; and

a database accessible to the first computer and configured to both store the documents and classify them according to document processing specifications, wherein the document processing specifications for each type of document are integral with the print work order.

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13. The system of claim 12 wherein the production order is comprised of document sets determined by the document processing specifications, whereby the document sets are selected to facilitate document printing requirements of the user.

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14. The system of claim 13 wherein the document processing specifications are selected from the group consisting of printing specifications, binding specifications, billing specifications, and delivery specifications.

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15. The system of claim 14 wherein the production specifications are printing specifications.

16. The system of claim 12 wherein the production order is a print order.

17. The system of claim 12 wherein the system is implemented over a computer network.